

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
FINANCE COMMITTEE**

Friday, December 12, 2014 – 1:30 P.M.

100 West Keenan Street, Rhinelander, Wisconsin

Members Present: Cushing, Krug, Platner, Queen, Troyk

Members Absent: None

Call Meeting to Order: Chair Krug called the meeting to order at 1:30 P.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Jennifer Lueneburg, Oneida County Social Services Finance Services Manager; Paul Millan, Vice-Chair, ADRC-NW Board of Directors; Miki Bix, Secretary, ADRC-NW Board of Directors.

Public Comment & Introductions: There were none.

Approval of the Agenda: Cushing moved to approve the agenda with nine items; Queen seconded. All Ayes. Motion Carried.

Approval of the Minutes of the December 2, 2014 Finance Committee Meeting: Queen moved to approve the minutes of the December 2, 2014 Finance Committee meeting; Troyk seconded. All Ayes. Motion Carried.

Finance Statements & Time Reporting for November 2014: The October 2014 Revenue/Expense Report was reviewed. The ADRC-NW is doing really well in most areas and has money in other line items to take care of any line-item overages. At this time, it is projected that the 2014 revenues will exceed 2014 expenses by over \$19,000. The Transaction Activity Report was then reviewed. Queen moved to accept the October 2014 Transaction Activity Report in the amount of \$121,878.67; Troyk seconded. All Ayes. Motion Carried. The Committee then reviewed the 2013/2014 ADRC Federal & State GPR Revenue Comparison Report showing revenue through September 2014 of \$1,369,026 compared to \$1,216,950 through September 2013. Cushing moved to approve the transfer of \$20,000 from ADRC State Aid to ADRC, Marketing & Outreach; Platner seconded. All Ayes. Motion Carried.

Equipment Quotes: The Medford office has dual monitors so that customers can view updates to their records by staff on a real-time basis. This is very popular with customers. Parkkila is requesting \$3,000 to set up dual monitor swing arms in all the ADRC-NW offices. This would require nine pieces of equipment. Troyk moved to recommend to the full Board of Directors that it approve the purchase of nine swing arms so that each office has dual monitor capabilities, the amount not to exceed \$3,000. Cushing seconded. All Ayes. Motion Carried.

Future Agenda Items: Reimbursement procedure, audit and budget process, line item transfers

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be Friday, January 9, 2015 at 1:00 P.M.

Adjournment: With no further business, Cushing moved to adjourn; Queen seconded. All Ayes. The meeting was adjourned at 1:45 P.M.

Handouts: December 2, 2014 Finance Committee minutes; October 2014 Revenue/Expense Report; October 2014 Transaction Activity Report; 2013/2014 ADRC Federal & State Revenue Comparison.